

FORM 8
CURRENT COSTS AND BENEFITS RELATIVE TO GIS IMPLEMENTATION

Department/Division/Unit: _____

Respondent(s): _____

1. Current Labor Allocation for Mapping and Geographically-related Operations.

Complete the table below providing estimates of total staff time in your department or division (full-time equivalents per year) reflecting total time spent on mapping and geographic data compilation and use. Provide these estimates for the three general staff categories—management, technical/operations staff, clerk (clerical/administrative support).

Type of Activity	Labor-Year Equivalent			Comments
	Management	Tech/ Operations Staff	Clerk	
Map Compilation/Update/ Copying ¹				
Field Surveys or Data Collection ²				
Searching/Retrieval/Re-filing for Maps or Geographic Records ³				
Responding to Requests for Geographic Information				
Use or Analysis of Geographic Information ⁴				
Other:				

¹Includes any map compilation, update, production, or copying of standard maps, or custom map preparation.

²Includes property surveys, site inspections, facility inventory or inspections, field sampling, or other field geographic data activities.

³Includes all time spent in searching for, retrieving, and re-filing maps and geographic records or documents (hard copy or digital).

⁴Includes all time spent using maps or geographic data (e.g., dispatching crews, land use planning, decision making and planning, property assessment, projections and modeling, special research projects, etc.)

2. Expenditures on Mapping and Geographic Data

Complete the table below providing estimates of yearly expenditures (estimated average annual expenditures over the last 3 years) for the various types of mapping services. Provide comments elaborating on your use and the sources of these services.

Type of Activity	Annual Expenditure	Comments
Map update services	\$	
Map duplication/copying	\$	
Field inventory/data collection	\$	
Digital data purchases	\$	
Other:	\$	
Other:	\$	

3. Facility/Engineering Design and Maintenance Costs

Complete the table below providing estimates of yearly expenditures (estimated average annual expenditures over the last 3 years) for the design and maintenance of distributed facilities (utility networks, road system, park facilities, etc.). Provide comments explaining the expenditures in more detail.

Type of Activity	Annual Expenditure	Comments
Facility maintenance costs (contract and other direct costs)	\$	
Contract costs for engineering design	\$	
Other:	\$	

4. Other Geographic Information/Services Expenditures

Identify, describe, and provide expenditure figures for other routine or non-routine activities or events relating to the use of or access to geographic information (e.g., special event planning, lawsuit requiring use of geographic information, etc.).

5. Current/Planned Projects Associated with GIS

Provide information about current or planned information technology initiatives that have a direct or indirect relationship or impact on GIS. These are projects or system development efforts that will or may use digital maps or geographic information or may benefit from an interface with GIS. Examples of such projects could be highway/transportation information systems, permit review and processing systems, environmental or land use planning support systems, health service support systems, etc. Include an estimate of the budget for the project and comments describing its scope and relationship with GIS.

Current or Planned System Project	Project Budget	Comments

6. Current Problems or Deficiencies in Access or Use of Geographic Information

Rate the level of key problems, limitations or obstacles (circle the number) now encountered in the access to or use of geographic information for your Department or Unit. Provide comments to explain your response.

Limitation or Obstacle	Level of Limitation or Obstacle					Explanation
	Very Minor to Very Severe					
Required data or maps not available	1	2	3	4	5	
Data and maps out-of-date	1	2	3	4	5	
Maps or data not in digital form requiring manual work to use	1	2	3	4	5	
Errors or inconsistencies in data or maps	1	2	3	4	5	
Redundant efforts by different groups in map or data update and compilation	1	2	3	4	5	
No clear standards for data format or data coding/classification	1	2	3	4	5	
Software/Hardware for processing data not available	1	2	3	4	5	
Technical support/staffing insufficient	1	2	3	4	5	
Other:	1	2	3	4	5	

7. Potential Tangible or Intangible Benefits

Rate the level of potential benefits (circle the number) from the use of GIS technology by your Department or Unit. Provide comments to explain your response.

Type of Benefit	Level of Benefit					Explanation
	Very Low to Very High					
1. Reduction in labor time spent on current activities	1	2	3	4	5	
2. Information security and protection against catastrophic loss of maps and records (fire/natural disaster)	1	2	3	4	5	
3. Avoidance of new staff and overhead costs in the future	1	2	3	4	5	
4. Efficiency gains and possible cost savings in engineering design and facility maintenance projects	1	2	3	4	5	
5. Cost or damage avoidance (e.g., better response to disasters or emergencies, public safety/protection)	1	2	3	4	5	
6. Improvement in the quality and timeliness of services provided to the customers	1	2	3	4	5	
7. Better decision making/projections resulting in long-term benefits (e.g., GIS support for planning)	1	2	3	4	5	
8. Opportunities for outside revenues (e.g., sale of GIS products, data)	1	2	3	4	5	
9. Support for state economic development goals and projects	1	2	3	4	5	
Other:	1	2	3	4	5	

8. Other Observation or Ideas on GIS Benefits

Describe any other ideas or observations about the role of GIS in your organization, its importance to your programs, and benefits that GIS technology and data can deliver.